

APPENDIX B

DATA REPORTING TEMPLATES AND ELECTRONIC DATA TRANSMISSION

FHWA encourages the use of microcomputers to prepare the various report forms contained in *A Guide to Reporting Highway Statistics* and electronic transmission of those report forms.

SPREADSHEET TEMPLATES FOR REPORT FORMS

Spreadsheet templates using Lotus 1-2-3 and Excel are available for all of the report forms covered in this *Guide*. These microcomputer templates provide a convenient alternative to completing the printed report forms at the end of certain chapters.

A Guide to Reporting Highway Statistics and the accompanying templates are available on the Internet, within the Office of Highway Policy Information's Web Site: <http://www.fhwa.dot.gov/ohim>. The *Guide* is in WordPerfect and can also be downloaded along with the spreadsheet templates. The electronic versions of the report forms can be electronically sent to headquarters via e-mail or by floppy disk.

ELECTRONIC DATA REPORTING

Report forms prepared using the spreadsheet templates may be transmitted to FHWA electronically via the Internet or via the agency email system. FHWA division offices or others with access may use the agency electronic mail system and direct the reports to the mailbox HWYSTATS.